

FUTURE MEMBER INDUCTION PROGRAMME

DATE	EVENT (* All sessions will be held in the Council Chamber, Kilworthy Park, Tavistock unless stated otherwise)	LEAD OFFICER / MEMBER
WEEK 1:		
Thursday, 2 May 2019	Election Polling Day	
Thursday, 2 – Friday, 3 May 2019	Election Verification and Count <i>(NB. officers in attendance at the count will have copies of the Induction Programme available to hand out to successful candidates.)</i>	
WEEK 2:		
Tuesday, 7 May 2019 – 12 noon to 5.00pm	Mandatory session for all Members to attend any time between 12 noon and 5.00pm (in the Council Chamber unless stated otherwise) <ul style="list-style-type: none"> • Sign the Declaration of Acceptance of Office (<i>Meeting Room 1</i>); • Through a series of workstations to issue: FAQ handbook / security pass / Travel Claim Forms / Member Profile form (including contact details) / opportunity to clarify details relating to the Induction Programme / Register of Interests form / Payroll forms / Business Card requests / DBS Checks; establish bank account details; management structure; officer contact details; Council structure; introduce officer and/or Member Buddy; • Media Workstation; • Brief Tour of Kilworthy Park; • Issue IT device and handbook (to include email etiquette and IT security guidance) (<i>Meeting Room 2</i>); and • Individual Photographs. 	

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<p>Wednesday, 8 May 2019 (am)</p>	<p>Welcome and Introductions</p> <p>West Devon – Setting the Scene (to include introductions to the Senior Leadership Team and Extended Leadership Team and pertinent significant corporate issues (e.g. Relationships with South Hams DC and Dartmoor National Park Authority, future challenges faced, Commercial Property Strategy, Waste, Corporate Priorities, Corporate Strategy, Operating Model (including the role of Case Management) with there being an opportunity at each juncture for Member questions.)</p> <p>How the Council Works (to include:</p> <ul style="list-style-type: none"> • Council structure, governance arrangements (including decision making responsibilities), Meeting Procedures and Council Reports; • Overview and Scrutiny Committees; • Finance, Budget Setting and External Auditors; and • Code of Conduct.) 	<p>Chief Executive and previous Leader of Council</p> <p>SLT and ELT reps and previous lead Hub Committee Members</p> <p>Monitoring Officer, S151 Officer, Democratic Services and previous Mayor of Council</p>
<p>Wednesday, 8 May 2019 (pm)</p>	<p>Introduction to the role of the Hub, O+S, Audit and Standards Committees (to include: terms of reference of each Committee, lead Member roles and responsibilities, agenda setting etc)</p> <p>Structured IT Training Session To include: IT Security; Modern.Gov; and Outlook (both email and Calendar)</p>	<p>Chief Executive, Monitoring Officer, S151 Officer and Democratic Services and the previous Chairmen of these Committees (if still Members)</p> <p>IT COP Lead, IT Specialists and Democratic Services Officers</p>

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Friday, 10 May 2019 (am)	<p>The Planning Process (Part 1) (NB: newly elected Members will have to attend both of these sessions before they can take part in the planning decision-making process) (to include:</p> <ul style="list-style-type: none"> • Setting decisions in a policy context – the National Planning Policy Framework, Joint Local Plan and Neighbourhood Plans.) 	Place and Strategy, Development Management and Legal Specialists and previous Chairman of DM+L and Lead Hub Committee Member for Strategic Planning
Friday, 10 May 2019 (pm)	<p>The Planning Process (Part 2) (to include:</p> <ul style="list-style-type: none"> • What is 'development' and what applications do we receive? • What is meant by pre-application? • 'Permission in Principle'; • Material Planning Considerations; • Planning Enforcement • The role of the Ward Member and the role and workings of the Development Management and Licensing Committee (incl. Site Inspections and Licensing Sub-Committees); • The appeal process and awards of costs; and • Tree Preservation Orders.) 	Development Management, Licensing, Legal and Democratic Services Specialists and previous Chairman of DM+L and Lead Hub Committee Member for Development Management
WEEK 3:		
Monday, 13 May 2019 am	<p><i>(NB: Publication and Circulation to Members of the Annual Council Summons)</i></p> <p>Media Skills (to include Social Media)</p> <p>Council Procedure Rules Quiz followed by a Mock Council Meeting</p>	<p>Democratic Services</p> <p>Communications</p> <p>Monitoring Officer and Democratic Services and Mayor</p>

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Monday, 13 May 2019 pm	Safeguarding, General Data Protection Regulation, Equality and Diversity, Freedom of Information, Business Continuity and Health and Safety (to include lone working) (NB: interactive session to include case studies and good and bad practice)	Group Manager – Business Development, Legal Specialist, COP Lead – Environmental Health and Safeguarding Officer(s)
Tuesday, 14 May 2019 10.00am	Development Management and Licensing Committee Mock Meeting (NB. to also include Licensing and TPO mock applications, Committee processes and procedures. This session will be targeted toward all appointed DM+L Committee Members and Substitutes, but all Members are encouraged to attend this event.)	DM COP Lead, Licensing Specialist, Landscape Specialist, Legal and Democratic Services Specialists
Tuesday, 14 May 2019 1.30pm	Locality Service and ‘Meet Your Locality Engagement Officers’	Localities Team Leader and Locality Engagement Officer
Friday, 17 May 2019 2.00pm	Chairing Skills	Trainer (either internal or external) and an experienced previous Committee Chairman
WEEK 4:		
Tuesday, 21 May 2019: 8.30 am – 9.00 am	Mayors Briefing for Annual Council (NB. the Briefing Notes will be sent to all Members for information purposes)	Democratic Services

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9.00 am – 10.30 am	Political Group Meetings	
11.00 am	ANNUAL COUNCIL MEETING <i>(NB. this is the meeting during which appointments to Council Bodies will be considered)</i>	Democratic Services
On the rising of Annual Council	Member Group Photo (followed by Council lunch)	Design Specialist
2.30 pm	Hub Committee Agenda Briefing <i>(for Leader and Deputy Leader only)</i>	Leader and Deputy Leader of Council, Chief Executive, Group Managers (if necessary), Democratic Services
3.30pm	Informal Hub Committee Meeting <i>(for Members of the Hub Committee only)</i>	SLT and Hub Committee Members
Thursday, 23 May 2019: 10.30 am – 12 noon	Development Management and Licensing Committee Chairman's Briefing <i>(for Chairman and Vice Chairman of the Committee only)</i>	COP Lead Development Management and Legal and Democratic Services Specialists
WEEK 5 <i>(May Half Term):</i>		
Thursday, 30 May 2019	Development Management and Licensing Committee Site Inspections <i>(if required)</i>	Development Management and Democratic Services

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WEEK 6:		
Monday, 3 June 2019: 4.00 pm	Informal Council Session <i>(to include Dartmoor National Park Chief Executive to be invited)</i>	SLT
Tuesday, 4 June 2019: 10.00 am	DEVELOPMENT MANAGEMENT AND LICENSING COMMITTEE MEETING <i>(followed on the rising of this meeting by a 'wash up and review' of the inaugural meeting)</i>	DM, Legal and Democratic Services
2.00 pm	HUB COMMITTEE MEETING	Chief Executive
Wednesday, 5 June 2019 am	Governance Training <i>(to be delivered by Bethan Evans)</i>	
WEEK 7:		
Tuesday, 11 June 2019: 10.00am	Waste Working Group	Members of the Waste Working Group
11.30 am – 1.00 pm	Overview and Scrutiny Training and Draft Work Programmes (NB. all Members are encouraged to attend this session)	Scrutiny Lead Officer(s) and Democratic Services
2.00 pm	OVERVIEW AND SCRUTINY COMMITTEE MEETING	Group Managers and Democratic Services

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Wednesday, 12 June 2019: am pm	WD Hub Committee and SH Executive Joint Member Session <i>(to be confirmed – Woolwell a suggested venue)</i> WD and SH All Member Session <i>(to be confirmed – Woolwell a suggested venue)</i>	 SLT SLT
WEEK 8: Tuesday, 18 June 2019: 10.30 am – 12 noon 1.30pm – 3.30pm	 Development Management and Licensing Committee Chairman’s Briefing <i>(for Chairman and Vice-Chairman of the Committee only)</i> Medium Term Financial Strategy Training	 COP Lead Development Management and Planning, Legal and Democratic Services Specialists Section 151 Officer and Finance Specialists
WEEK 9: Tuesday, 25 June 2019: 10.00am 11.30am	 Assets Project Update Audit Committee Training <i>(to include Risk Management Training)</i>	 Head of Assets Practice Section 151 Officer, Group Manager – Business Development and Finance Specialists

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DATE	EVENT (* All sessions will be held in the Council Chamber, Kilworthy Park, Tavistock unless stated otherwise)	LEAD OFFICER / MEMBER
<p>2.00 pm</p> <p>Wednesday, 26 June 2019:</p> <p>All day</p> <p>Thursday, 27 June 2019:</p>	<p>AUDIT COMMITTEE</p> <p>Tour of the West Devon Borough <i>(to include a visit to the Contact Centre at Totnes)</i></p> <p>Development Management and Licensing Committee Site Inspections <i>(if required)</i></p>	<p>Section 151 Officer, Group Manager – Business Development and Finance Specialists</p>